

ਪੰਜਾਬੀ ਸਾਹਿਤ ਸਭਾ ਕੈਲੀਫੋਰਨੀਆ, ਅਮਰੀਕਾ (ਰਜਿਸਟਰਡ)
(ਬੇ-ਏਰੀਆ ਯੂਨਿਟ)

Punjabi Sahit Sabha, California, USA (Regd.)
(Bay Area Unit)

Punjabi Writers Guild for the Preservation of Punjabi Language, Literature and Culture.

TO

THE MAYOR
CITY OF MILPITAS
CA, USA

I, Amarjit Dardi, General Secretary of Punjabi Sahit Sabha, California, USA taking the honor of requesting you to waive the rent of auditorium of Community Center Milpitas, 457 E Cleavers Blvd for one day (13hours) on August 8, 2004 that amounts to \$494.00 as we are holding second American Punjabi Story Writers Conference from 8.0 AM to 9.0 PM. We shall be highly thankful to you.

Amarjit Singh Dardi

Amarjit Dardi

Date May 7, 2004

General Secretary

Punjabi Sahit Sabha, California, USA

(Bay Area Unit)

1572 Sonoma Dr

Milpitas, Ca 95035

Phone: 408-497-9700 (Cello)

CITY OF MILPITAS - NON-PROFIT INDOOR FACILITY USE APPLICATION

If your rental facility is unacceptable, and a facility attendant is unavailable, please call the following: Recreation Services (408) 586-3210 (Monday-Thursday, 8:00 a.m.-7:30 p.m., Friday, 8:00 a.m.-5:00 p.m.); (All Other Hours) Police Dispatch (408) 586-2400.

If facility is not open at designated time, please wait 15 minutes before calling Police Dispatch.

Site (circle one) MCC MSRC Adobe Park

Date of Use 08-08-04 Time function begins 8:00 AM Time function ends 9:00 PM Room Auditorium
 Date of Use _____ Time function begins _____ Time function ends _____ Room _____
 Date of Use _____ Time function begins _____ Time function ends _____ Room _____

Applicant (person responsible for rental of facility) AMARJIT DARDI

Name of Non-Profit Group facility is being rented for PUNJABI SAHIT SABHA, CALIFORNIA

Type of Event (be specific) LITERARY FUNCTION

Applicant Address 1572 SONOMA DR. City MILPITAS Zip 95035

Day Phone 408-497-9700 Evening Phone 408-497-9700 E-Mail Address: _____

*Is event open to the public? ☐ Yes ☒ No Number of people expected Total 150 (Youth 20 Adults 130)

Fundraising event? ☐ Yes ☒ No If yes, explain purpose: _____

Will other items be sold? ☐ Yes ☒ No If yes, describe amounts: _____

Will food be served? ☒ Yes ☐ No If yes, is the event ☒ Self Catered ☐ Professionally Catered _____

*Will alcohol be served? ☐ Yes ☒ No Will alcohol be sold? ☐ Yes ☒ No
 (I understand that if I will be selling alcohol, I am required to have additional insurance and the alcohol permit 30 days in advance and no children are allowed) Initial AD

Will there be music? ☒ Yes ☐ No Type (circle one) Band DJ Other Songs IN PUNJABI

* Additional fees and insurance is required.

Applicant hereby agrees to hold the City of Milpitas and any officer and employee thereof free and harmless for any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use of occupancy of the facilities of the City of Milpitas. The applicant further agrees to furnish such liability or other insurance for the protection of the public and the City of Milpitas and any officer and employee thereof as the City may require. The applicant agrees to reimburse the City of Milpitas for any damage to said facilities occasioned by or growing out of the use herein requested, and to abide by the rules and regulations governing use of such. I have read and understand the clean-up and decorating responsibilities. I am an authorized representative for this organization and confirm this rental is for organization purposes only. Please note: if this rental is for personal use, rental fees will apply. Initial AD

Cancellation Policy

I understand that cancellation must be handled in person in the Milpitas Community Center. I further understand that I must notify the office 30 days in advance to my reservation. I also understand if I do not show up for my reservation, I will be charged the building attendant cost. I understand that at the time of making a reservation, I am required to provide a copy of the list of members in my non-profit group, my 501-C3 # and a copy of the letter from the government stating my non-profit status. Initial AD

I hereby certify that all statements made in this application are true and I agree and understand that any misstatement or omission of material fact may cause cancellation of my rental date.

Amarjit Singh Dardi
 Signature of Applicant

04-02-2004
 Date

FOR OFFICE USE

Staff Approval Signature: [Signature]

Date: 4/5/04

Insurance: ☐ Yes ☒ No

Other equipment requested: _____

Voucher #: _____

Date sent to A/P: _____

PERMIT #

397-7 [Signature]

Refund Amt: _____

Approval: _____

podium

Milpitas Community Center

457 E. Calaveras Blvd.
Milpitas, CA 95035

(408) 586-3210



City Of Milpitas Recreation Services

Milpitas Community Center 457 E. Calaveras Blvd. 408.586.3210
Milpitas Senior Center 160 N. Main St. 408.586.2775
Milpitas Sports Center 1325 E. Calaveras Blvd 408.586.3225

Milpitas, CA 95035

Punjabi Sahit Sabha California
1572 Sonoma Dr
Milpitas, CA 95035

Facility Permit

Status: Approved

Customer Type: Non-profit

Authorized Agent: Amarjit Dardi

Home: (408) 497-9700

DATE/USER	PERMIT NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	NEXT PAYMENT DUE	BALANCE DUE
04/02/2004 Lisa Ciardella	3977	\$659.00	\$0.00	\$0.00	\$0.00	\$165.00	07/09/2004	\$494.00

RESERVATIONS

EVENT NAME	FACILITY	CENTER
Literary Function Type:MCC Auditorium	Mcc - Auditorium	Milpitas Community Center 457 E Calaveras Blvd Milpitas, Ca 95035

DATES RESERVED	HRS
Sunday - 8/8/2004	08:00 AM to 09:00 PM 13

Total Number of Dates: 1

Total Number of Hours: 13

NOTES:

CHARGES

CHARGE DESCRIPTION	FACILITY/EVENT	UNIT FEE	QTY	TAX	TOTAL CHRGD	TOTAL PAID	BALANCE DUE
Application Fee (Non refundable)	Mcc - Auditorium - Literary Function	\$15.00	1.00	\$0.00	\$15.00	\$15.00	\$0.00
Deposit - Cleaning & Damage	Mcc - Auditorium - Literary Function	\$150.00	1.00	\$0.00	\$150.00	\$150.00	\$0.00
Rental Fees	Mcc - Auditorium - Literary Function	\$38.00	13.00	\$0.00	\$494.00	\$0.00	\$494.00

PAYMENTS AND REFUNDS

RECEIPT NUMBER	DATE	CHARGE DESCRIPTION	FACILITY/EVENT	AMOUNT
1017793.002	04/02/2004	Application Fee (Non refundable)	Mcc - Auditorium - Literary Function	\$15.00
1017793.002	04/02/2004	Deposit - Cleaning & Damage	Mcc - Auditorium - Literary Function	\$150.00